

26 February 1952

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Use of Manpower in Personnel Pool

PROBLEM:

1. What happens to the work done for the offices under DD/I in the event that the services of the Personnel Pool are no longer available (Reference: attached memorandum from [] to DD/I, 20 February).

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DISCUSSION:

2. The 2000 man hours during the month of January which are mentioned as having been devoted to the OCD project is a major understatement. As a matter of fact there were 720 man days on typing; 1267 on clerical work; and one devoted to translation.

3. Also under the supervision of DD/I, ORR was provided 45 man days of typing; 65 clerical; and one stenographic. For OSI 32 man days of typing; and 24 clerical.

4. OPC, OSO, the Personnel Office, TRD, Logistics and Management are ignored for the purposes of this memorandum though the amount of service is considerable.

5. The kind of work that has been done, if not done by the Personnel Pool, will fall back on the offices. Unless one is to begin on the assumption (or by investigation to establish it) that the personnel in the requesting offices are not working at maximum efficiency, this work will not get done or other work will have to be sacrificed. As far as OCD, ORR, and OSI are concerned these are not "make work" but are necessary projects. I have confirmed this with them.

6. Most of the manpower used on these projects is GS-7 or below. [] queries whether the work done is considered "training." The word as used here implies "systematic" training and I certainly would not say that is the case. Undoubtedly some training results but the primary purpose I understand is not training, but working. While obviously almost anyone can improve his mind and his skills somewhat by more training it is presumed that (a) many of these people either are adequately trained as clerks, typists, or stenographers, or (b) the training required will arise out of performance on the job later in the respective offices to which they are assigned or (c) that in-service training can (and in my opinion should) be selectively provided.

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7. The question of the advantages and disadvantages of the whole Personnel Pool arrangement has, I understand, been thoroughly considered and is acceptable on policy grounds.

RECOMMENDATION:

8. That this manpower resource not be diverted to training.

JAMES Q. KEEFER
Assistant Director
Intelligence Coordination

N.B. Attached is a report which I got from Personnel Office. You may wish to peruse the kinds of projects. Please return to when you have finished with it.

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